

IT PROFESSIONAL TECHNICAL SERVICES
MASTER CONTRACT

STATEMENT OF WORK (SOW)
FOR TECHNOLOGY SERVICES
ISSUED BY
MINNESOTA DEPARTMENT OF REVENUE (DOR)

PROJECT TITLE:
SERVER COURSE DESIGN AND INSTRUCTOR LED TRAINING

SERVICE CATEGORIES:
Training – Instructor – Led
Training-Course Design

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Attachment B must be signed and returned with the proposal.

Attachments C and D are DOR work related policies.

Attachments E and F must be signed and returned with the contract, **not** with your response.

BUSINESS NEED

The Department of Revenue Information Systems Division (ISD) has recently undergone a change in the operation and maintenance of its data center. Although professional administrators will administer and operate the data center, it is necessary for all related ISD employees to have solid architectural understanding of related data center technologies. This will aid in all operations, maintenance and coordination between the different teams. Because this knowledge is not specific to each environment, it is necessary to implement training.

OBJECTIVES

After completion of training employees will have a solid understanding of the Industry Standard Server Architecture and will be able to communicate with each other regarding server maintenance.

CONTRACTOR DUTIES

Contractor will provide two classes that include up to 18 students per class. The duration of training will be four days per class, starting at 8:00AM and ending at 4PM. Training evaluations must be provided for students to complete. Evaluation information must be shared with the project manager.

Contractor will develop and provide training classes covering the following topics:

1. Describe Physical Drives and Logical Drives and describe their functionality.
2. Identify and describe the differences, strengths and specifications of the following SCSI solutions
 - a. SCSI- 3
 - b. SCSI Bus Width (Wide)
 - c. SCSI Bus Speed (Ultra 320)
 - d. SCSI connectors, cables, termination
 - e. SCSI IDs and LUNs
 - f. Single Ended Devices
 - g. Low Voltage Differential (LVD)
 - h. High Voltage Differential (HVD)
 - i. BUS lengths
3. Identify and describe the differences, strengths and specifications of IDE
 - a. ATA 33
 - b. ATA 66
 - c. ATA 100
 - d. Ultra DMA
 - e. Cabling and connectors
 - f. Master/slave/cable select (CSEL)
 - g. Jumper settings
4. Define the features, capabilities, and implementation of the following RAID levels and explain how each relates to fault tolerance or high availability: (non-proprietary)
 - a. RAID 0
 - b. RAID 1
 - c. RAID 5
 - d. RAID 0/1

5. Describe the difference between hardware RAID and software RAID
6. Describe hot swap, hot plug, and redundant capability of different components.
7. Describe fail over and hot spare
8. Describe clustering, scalability, and high availability
9. Identify the basic attributes, purpose, function and advantages of Fibre Channel
10. Explain the difference, strengths and specifications of CPU
11. Describe multiprocessing functionality
12. Define the following cache memory and explain how it works in a server
 - a. Processor cache
 - b. RAID cache
 - c. Write back vs write thru
13. Describe the characteristics of the following types of memory and server memory requirements:
 - a. Memory Interleaving
 - b. ECC
 - c. EDO
 - d. Unbuffered vs buffered vs registered
 - e. Hardware compatibility list
14. Identify the basic attributes, purpose, function and performance of the following System Bus Architectures
 - a. PCI Bus Mastering
 - b. PCI Hot swap
 - c. Hierarchical PCI Bus
 - d. Peer PCI Bus
 - e. I2O – Intelligent Input-Output
 - f. Hot Plug PCI
 - g. PCI Expansion Slots
 - h. PCI Interrupts
15. Explain how the System Bus affects the performance of a server.
16. Identify the basic attributes, purpose, and function of the following Management Protocols
 - a. SNMP
 - b. DMI

17. Identify the basic attributes, purpose, and function of the following types of servers

- A. Firewall Server
- B. Proxy Server
- C. Database Server
- D. Client/Server
- E. Application Server
- F. Mail Server
- G. FTP Server
- H. RAS Server
- I. File and Print Server
- J. Fax Server
- K. DNS Server
- L. WINS Server
- M. DHCP Server
- N. Web Server

18. Identify the function of the following models of Application Servers

- a. Dedicated Application
- b. Distributed Application
- c. Peer to peer Application

19. Define backup, Restore and disaster Recovery concepts.

20. Describe security concepts (importance of physically securing a server).

21. Describe Shutdown Procedures across the following network operating Systems

- a. Microsoft Windows NT/2000
- b. IBM OS/2

22. Describe the basic concepts for the following aspects of rack mounting servers

- a. KVM implementation
- b. Cable management
- c. Proper layout
- d. Security
- e. Cooling

23. Describe when BIOS/Firmware upgrade should be performed.

24. Describe the importance and use of maintenance logs and service logs (documentation).

25. Identify the major features of the following Server Operating Systems

- a. Microsoft Windows NT/2000 (2003/2008)
- b. UNIX/Linux

26. Define the impact of domains and directory services on server hardware design.
27. Describe the following common network interface protocols
 - a. Ethernet
 - b. Fast Ethernet
 - c. Gigabit Ethernet
28. Describe network interface cards as they relate to the system bus
29. Describe adaptive fault tolerance
30. Describe adapter load balancing
31. Describe Adapter Teaming
32. Explain Server Performance Monitoring
33. Identify Basic Troubleshooting Methods
 - Ping
 - IP Configuration
 - Flush

DELIVERABLES

Contractor will develop and provide instructor led training, training materials for students, and detailed class computer requirements for computers to DOR. Instructor must deliver CompTia Server + training curriculum including DOR differences described above.

DEPARTMENT DUTIES

DOR will provide training room, LCD projector, flip chart, whiteboard and computers for both the instructor and students

REQUIRED SKILLS

Instructor will have classroom teaching experience with technical subjects and knowledge of the following topics:

- Server Installation
- Configuration
- Upgrading
- Proactive Maintenance
- Environment
- Troubleshooting
- Problem Determination
- Disaster Recovery
- CompTia Server + Training delivery

DESIRED SKILLS

Knowledge and experience of the various technical skills are desired including:

- Microsoft Certification or other related certifications
- Experience delivering technical training

DURATION AND LOCATION OF ASSIGNMENT:

Assignment will begin as soon as possible once the work order with the selected vendor is executed and will continue thru April, 2010 to allow for the rescheduling of a class, if it should become necessary. All work is to be performed at the Department of Revenue building, 600 North Robert St., St. Paul, MN.

PROCESS SCHEDULE

- | | |
|--|-------------------|
| • Deadline for Questions | January 25, 2010 |
| • Posted Response to Questions | January 26, 2010 |
| • Proposals due | January 28, 2010 |
| • Anticipated proposal evaluation begins | February 9, 2010 |
| • Anticipated proposal evaluation & decision | February 15, 2010 |

QUESTIONS

Questions regarding this Request for Proposal must be submitted to the Minnesota Department of Revenue by email to the following address: dor.rfp@state.mn.us. Other personnel are not authorized to answer questions regarding this Request for Proposal.

Questions submitted to DOR must contain the name of the person submitting the questions, their email address, name of the company and title "Server Training" in the subject field of the email.

Questions must be received no later than 1:00 p.m. CT, in St. Paul, Minnesota, on January 25, 2010, as indicated by the date and time stated in the DOR mail header. DOR reserves the right to refrain from responding to questions submitted after 1:00 p.m. CT, on January 25, 2010.

All of the questions along with DOR's answers will be posted on the Office of Enterprise Technology web-site (www.oet.state.mn.us) on or about January 26, 2010, 4:00 p.m. CT. The exact day and time the questions and answers will be posted may depend on the quantity and complexity of the questions.

SUBMITTING RESPONSES

Responses to this request must be submitted by email to DOR at the following address: dor.rfp@state.mn.us.

Responses are due at DOR no later than 1:00 p.m. CT, on January 28, 2010 as indicated by the date and time stated in the DOR email header. Late responses will not be considered.

Responses submitted to DOR must include a cover letter containing:

- Project Title: "Server Training"
- The name of the person submitting the response
- Their email address
- Their phone number
- Name and address of their company

Your company must be qualified in at least one of the service categories listed to be qualified.

This work order request does not obligate the state to award a work order or complete the assignment, and the state and DOR reserve the right to cancel the solicitation if it is considered to be in their best interest

RESPONSE CONTENT REQUIREMENTS

The proposal must include the requested information in sufficient detail to allow the Department to evaluate the proposal based on the information provided. By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential contract award.

The proposal must include a proposed Project Plan that reflects the Proposer's approach and methodology for strategic planning of technology architecture. This section must also include the Proposer's understanding of the nature of the project and a description of how best to accomplish the objectives within the given timeline and budget of the project.

The Proposers will furnish the following documentation:

Detailed Course Outline

- A proposed course outline that describes the topics listed under Contractor Duties.

Proposed Project staff

- Resume – This should provide detailed information about the experience and qualifications of the person/persons to be assigned to develop and instruct this class. The information should include education, training, applicable certifications, technical, functional, relevant and related experience, past and present projects with dates and responsibilities.

References

- Proposals must include at least three references with at least one reference relating directly to the work requested on this statement of work. The minimum information provided for each reference is: name of organization, address, name of contact person, types of services provided and dates services were provided.

Cost

- Cost information will be submitted with the proposal and contained in a separately sealed envelope. Responses must include the proposed per student cost.

All requirements must be met and all required skills listed and identified or your submission may be deemed nonresponsive and receive no further consideration.

INTERVIEWS

Only the top candidates may be selected for an interview based on the requirements in **Required Skills, Desired Skills and Response Content Requirements**.

Interviewees will be expected to demonstrate and describe their qualifications in fulfilling the requirements described in **Contractor Duties**.

Interviews will be held at the Minnesota Department of Revenue, 600 North Robert Street, St. Paul, Minnesota or by telephone. Notice of invitation for an interview will be given as soon as practicable after the evaluation of responses.

The interviewee will be responsible for all of their costs related to their interview, for example: travel, lodging and meals.

NOTE: Evaluation points may be reevaluated based on information provided in the interview.

DESCRIPTION OF EVALUATION PROCESS:

The Department of Revenue will evaluate all proposals received by the deadline. A 100-point scale will be used to create the final evaluation. Proposals will be evaluated on “best value” as seventy percent (70%) qualifications, experience, and references and thirty (30%) percent on cost considerations.

- 30% - Training experience of the personnel who would be assigned to the project. Include resume(s) of proposed candidate(s)
- 35% - Knowledge of areas described under required skills
- 5% - References. The Department of Revenue may or may not contact all references.
- 30% - The responder’s cost breakout.

The State will not consider the prices submitted by a proposer to be proprietary or trade secret material. For purposes of completing the cost proposal, the State does not make regular payments based upon the passage of time; it only pays for services performed or work delivered after it is accomplished.

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Disposition of Responses

All materials submitted in response to this SOW will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this SOW that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State’s award of a contract. In submitting a response to this RFP, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal.

Responders must self-identify themselves as an eligible business or individual to receive this preference. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by e-mail at mmd.help.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

VETERAN-OWNED/SERVICE DISABLED VETERAN-OWNED PREFERENCE

In accordance with Laws of Minnesota, 2009, Chapter 101, Article 2, Section 56, eligible certified veteran-owned and eligible certified service-disabled veteran-owned small businesses will receive a 6 percent preference in the evaluation of their proposal.

Eligible veteran-owned and eligible service-disabled veteran-owned small businesses should complete the Veteran-Owned/Service Disabled Veteran-Owned Preference Form in this solicitation, and include the required documentation. Only eligible, certified, veteran-owned/service disabled small businesses that provide the required documentation, per the form, will be given the preference.

Eligible veteran-owned and eligible service-disabled veteran-owned small businesses must be **currently** certified by the U.S. Department of Veterans Affairs prior to the solicitation opening date and time to receive the preference.

Information regarding certification by the United States Department of Veterans Affairs may be found at <http://www.vetbiz.gov>.

FOREIGN OUTSOURCING OF WORK PROHIBITED

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

INDEMNIFICATION AND HOLD HARMLESS

The Contractor must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this contract by the Contractor or the Contractor's agents or employees. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligations under this contract.

EXAMPLE OF THE IT PROFESSIONAL SERVICES MASTER CONTRACT WORK ORDER

An example of the IT Professional Services Master Contract Work Order to which the selected contractor will be required to sign is attached (Attachment A) to this Statement of Work. If you take exception to any of the terms, conditions or language in the Work Order, you must indicate those exceptions in your response; certain exceptions may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in your response will be available for discussion or negotiation.

STATE OF MINNESOTA

IT Professional Services Master Contract Work Order

This work order is between the State of Minnesota, acting through its commissioner of Revenue ("State or Department") and _____ "Contractor"). This work order is issued under the authority of Master Contract T-Number 502TS, CFMS Number _____, and is subject to all provisions of the master contract which is incorporated by reference.

Recitals

1. Under Minn. Stat. § 15.061 the State is empowered to engage such assistance as deemed necessary.
2. The State is in need of a _____.
3. The Contractor represents that it is duly qualified and agrees to perform all services described in this work order to the satisfaction of the State.
- 4.

Work Order

1 Term of Work Order

- 1.1** *Effective date:* _____, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.

[The Contractor must not begin work under this work order until it is fully executed and the Contractor has been notified by the State's Authorized Representative to begin the work.]

- 1.2** *Expiration date:* _____, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Contractor's Duties

The Contractor, who is not a state employee, will: *[thorough description of tasks/duties]*

3 Deliverables

The deliverables will consist of, but not limited to: *[thorough description]*

4 Consideration and Payment

- 4.1** *Consideration.* The State will pay for all services performed by the Contractor under this work order as follows:

A. *Compensation.* The Contractor will be paid as follows: The Contractors will be paid

B. *Travel Expenses.* Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Contractor as a result of this work order will not exceed \$__.

C. *Total Obligation.* The total obligation of the State for all compensation and reimbursements to the Contractor under this work order will not exceed _____dollars.

4.2 Invoices. The State will promptly pay the Contractor after the Contractor presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule: _____

5 Liability

The Contractor must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this contract by the Contractor or the Contractor's agents or employees. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligations under this contract.

6 Foreign Outsourcing

Contractor agrees that the disclosures and certifications made in its Location of Service Disclosure and Certification Form are true, accurate and incorporated into this work order contract by reference.

7 Authorized Representatives

The State's Authorized Representative is _____(or successor), phone:_____, Minnesota Department of Revenue, will be the Contracts Manager for this project. She will be responsible for managing the compliance of this contract and the authorized representative to consider, accept or reject any contract modifications and has authority for approval of acceptance of services and invoice approval for payment.

The State's Project Manager is _____, (or successor), Minnesota Department of Revenue, phone: _____ and has the responsibility to monitor the Contractor's performance and with the Contracts Director has the authority to accept the services provided under this contract. If the services are satisfactory, the State's Project Manager and Contracts Manager will certify acceptance on each invoice submitted for payment.

The Contractor's Authorized Representative is_____, phone: _____. If the Contractors Authorized Representative changes at any time during this work order, the Authorized Representative must immediately notify the State.

8 Affirmative Action

8.1 For contracts in excess of \$100,000.00 the Contractor certifies that it is in compliance with Minn. Stat. § 363.073.

8.2 If the Contractor has had more than 40 full-time employees within the State of Minnesota on a single working day during the previous 12 months the Contractor must comply with the following Affirmative Action requirements for disabled workers:

- (A) The Contractor must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative

action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

- (B) The Contractor will comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- (C) In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minnesota Statutes Section 363.073, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- (D) The Contractor will post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices must state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.
- (E) The Contractor must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Minnesota Statutes Section 363.073, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.

9 Amendments and Change Requests

- A. The parties may at any time by written amendment, make changes within the general scope of the contract.
- B. Except as provided herein, this contract may be modified only by written amendment duly executed by the authorized agent of the State. No alteration or variation of the terms and conditions of this contract shall be valid unless made in writing and signed by the parties hereto. Every amendment shall specify the date on which its provisions shall be effective.
- C. Contract amendments may be negotiated by the State's authorized representative whenever necessary to address changes in the terms and conditions, costs, or scope of the contract. An approved contract amendment must be approved by the authorized signatories of the State and Contractor prior to the effective date of such amendment.
- D. Change Requests: Contractor is expected to deliver a system that is designed in this contract. The DOR contract director will monitor the performance of this contract. In the event the DOR Contract Director requests the contractor provide a modification not previously described in the contract, Contractor will provide, in writing, to the DOR Contract Director the cost of performing such modification. The DOR Contract Director will decide whether the change is part of the scope of the original project and if additional compensation will be allowed. Contractor and DOR will

jointly determine the effect of changes on the delivery schedule. If any such change causes an increase or decrease in the time required for the performance of any part of the work under the contract, an adjustment shall be made in the contract delivery schedule and cost and a contract amendment will be agreed upon. Either party may propose adjustments. If the Contractor seeks an adjustment, the Contractor must request such adjustments in writing. The State will not compensate the Contractor for changes in requirements that do not result in a corresponding change in the level of effort. The State shall receive credit for reductions in level of effort due to changes and shall pay for increases in level of effort. All change modification requests will be drafted by DOR and will be agreed to in writing by both parties prior to implementation. A change request affecting costs and/or the time schedule will become part of the contract and will be incorporated and processed as a contract amendment. No oral instructions or agreements will be binding on either party. All necessary changes or modifications must be agreed to in writing to be binding.

E. In the event the two parties cannot agree on modifications that are within the scope or out of scope with this Contract, the dispute will be escalated to the next level of management of both 'Disclosure Agreement with Vendor and the Internal Revenue Service Disclosure Agreement with Vendor.

10 DOR Policies

The Contractor agrees to comply with all terms of the Minnesota Department of Revenue's Policy Prohibiting Pistols at Work and the Workplace Violence Policy wherever and whenever the Contractor is performing services within the scope of this work order. In other words, any Contractor doing work for the Department of Revenue will not carry any dangerous weapons as described in either policy.

Any violations of these policies by the Contractor or Contractor's employees may result in the immediate suspension or termination of this contract.

Attachment B

STATE OF MINNESOTA
AFFIDAVIT OF NONCOLLUSION

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);
2. That the attached proposal submitted in response to the _____ Request for Proposals has been arrived at by the Responder independently and has been submitted without any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responder's Firm Name: _____

Authorized Signature: _____

Date: _____

Subscribed and sworn to me this _____ day of _____

Notary Public

My commission expires: _____

Pistols Prohibited at Work

September 2006

This policy is in response to the Minnesota Citizens' Personal Protection Act of 2003 (subsequently re-enacted in the 2005 Legislation Session). All other policies regarding dangerous weapons and violence in the workplace remain in effect. Those policies are available on the HR Information for All Employees Database, refer to security and workplace behavior.

The Department of Revenue hereby establishes a policy prohibiting all Department of Revenue employees from carrying or possessing pistols while acting in the course and scope of employment for the Department of Revenue. This policy applies to all Department of Revenue employees, including those who have a permit to lawfully carry pistols.

The possession or carrying of a pistol by Department of Revenue employees is prohibited while on any state owned or leased Department of Revenue work site.

The possession or carrying of a pistol by Department of Revenue employees is also prohibited while acting in the course and scope of employment for the Department of Revenue in any work location. Work location includes, but is not limited to:

- Taxpayer businesses;
- taxpayer residence;
- office or home of taxpayer representatives;
- office or home of any third party;
- other government offices;
- any other location where a Department of Revenue employee conducts department business in the presence of other Department of Revenue employees, taxpayers, taxpayer representatives or other third party representatives; and
- attending training or conferences on behalf of the department.

In addition, this policy applies to Department of Revenue employees under the following circumstances:

- Driving on department business regardless of who owns the vehicle;
- and riding as a passenger in a vehicle or any type of mass transit on department business.

An exception to this policy is that Department of Revenue employees may possess or carry pistols in state owned or leased parking facilities or areas if they follow all applicable laws.

Employees violating this policy are subject to disciplinary action in accordance with the Department of Revenue's disciplinary procedures.

If you have questions about this policy contact Kathy Yzermans, Facilities Management, at 651-556-6003 or Human Resources Division at 651-296-3414.

Dated: 5-27-03

Workplace Violence Policy

INTRODUCTION

In 1992, the Minnesota Legislature adopted the following act (Minn. Stat. 1.5):

Freedom from Violence

The State of Minnesota hereby adopts a policy of zero tolerance of violence. It is state policy that every person in the state has a right to live free from violence.

In furtherance of this policy, Minn. Stat. 15.86 mandates that each agency of state government adopt a goal of zero tolerance of violence in, and around, the workplace.

Each agency is also encouraged to develop a plan that describes how the agency will (1) seek to eliminate any potential for violence in and around the agency workplace; and (2) seek to eliminate any potential for violence by affecting the attitudes and behavior of the people that the agency serves or regulates.

AGENCY GOAL

It is the goal of the Minnesota Department of Revenue to achieve a work environment which is free from threats and acts of violence. The department will not tolerate workplace violence of any type, from any source. This includes threatening or violent actions by employees directed against other employees, by employees directed against department customers or other workplace visitors, and by department customers or visitors directed against department employees.

AGENCY POLICY

It is the policy of the Minnesota Department of Revenue and the responsibility of its managers, its supervisors and all of its employees to maintain a workplace free from threats and acts of violence. The department will work to provide a safe workplace for employees, and for visitors to the workplace. Each employee, and everyone with whom we come into contact in our work, deserves to be treated with courtesy and respect.

The department's policy on work-related violence includes:

The department will actively work to prevent and eliminate acts of work-related violence.

The department will respond promptly, positively, and aggressively to deal with threats or acts of violence. This response will include timely involvement of law enforcement agencies, when appropriate.

Incidents of work-related threats or acts of violence will be treated seriously by the department. Reports of such acts will be promptly investigated, and management will take action, as necessary, to appropriately address each incident.

The department will take strong disciplinary action, up to and including discharge from State employment, against employees of the department who are involved in the commission of work-related threats or acts of violence.

The department will support criminal prosecution of those who threaten or commit work-related violence against its employees, or against taxpayers and other visitors to its work environment.

Pursuant to Minnesota Statute 15.86, this policy does not create any civil liability on the part of the State of Minnesota

STATE OF MINNESOTA
LOCATION OF SERVICE DISCLOSURE AND CERTIFICATION

LOCATION OF SERVICE DISCLOSURE

Check all that apply:

- ☐ The services to be performed under the anticipated contract as specified in our proposal will be performed ENTIRELY within the State of Minnesota.
- ☐ The services to be performed under the anticipated contract as specified in our proposal entail work ENTIRELY within another state within the United States.
- ☐ The services to be performed under the anticipated contract as specified in our proposal will be performed in part within Minnesota and in part within another state within the United States.
- ☐ The services to be performed under the anticipated contract as specified in our proposal DO involve work outside the United States. Below (or attached) is a description of
 - (1) the identity of the company (identify if subcontractor) performing services outside the United States;
 - (2) the location where services under the contract will be performed; and
 - (3) the percentage of work (in dollars) as compared to the whole that will be conducted in each identified foreign location.

CERTIFICATION

By signing this statement, I certify that the information provided above is accurate and that the location where services have been indicated to be performed will not change during the course of the contract without prior, written approval from the State of Minnesota.

Name of Company: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____ Telephone Number: _____